

**Meeting Summary**  
**Overview of Project and RFQ - Battlefield Parkway**

**August 15, 2006    9:00 AM**

▪ **Introduction**

- Introduction of Speakers and Representatives of VDOT:
  - Daniele Noland – Procurement Manager – Innovative Project Delivery Division
  - Susan Shaw – Project Manager – Battlefield Parkway Project
  - Arifur Rahman – Design Manager
- The meeting began at 9:00 AM with Daniele Noland thanking the participants for attending the meeting. She provided a brief outline of the presentation.

▪ **Project Overview**

- Susan Shaw of VDOT presented an overview of the Battlefield Parkway project.
- The Parkway is approximately 0.7 miles long from Kincaid Boulevard to Route 7, with twin 1240 foot long bridges spanning the W&OD Park and Tuscarora Creek.
- The project is federally funded.
- The design-builder scope will include managing Right of Way acquisition, environmental permitting, and utility relocations.

▪ **Request for Qualifications (RFQ) Information Package**

- A RFQ information package is available upon request and includes the Scoping Document, typical sections, topographic survey and DTM, preliminary (30%) plans, traffic data, Draft Environmental Assessment.

▪ **Project Development/Design Issues**

- The Department has completed a number of steps in the project development process. Plans are 30% complete. Value Engineering is completed and recommendations have been incorporated into the plans where appropriate
- A combined Location and Design Public Hearing has been held, the Commonwealth Transportation Board approved the Location, and the Chief Engineer approved the design.
- The typical section for the four-lane roadway includes a wide median for future widening to the inside. Soundwalls have been determined to be effective and are shown on the plans. Preliminary Type, Size, and Location plans have been developed for the bridges.
- A feasible concept for the span arrangement and structure configuration has been developed, but could be revised during the final design process. Key features of the structures are complete spanning of the W&OD Park and Tuscarora Creek floodplain.
- Several design issues were noted.
  - Virginia Power has not yet determined the location of high power transmission lines. One potential location is along the W&OD Trail. The Department has been coordinating with Virginia Power and they are aware of the proposed Battlefield Parkway.
  - While soundwalls are shown on the plan, there still are some additional processes that must be completed before they are approved for inclusion in the plans. The Department is working to complete this process. Since the project is located in the Town of Leesburg, the Design-Builder will need to coordinate with the Town.

- The status of the environmental process and environmental issues were presented.
  - The Draft Environmental Assessment (DEA) has been completed.
  - Several design changes since the DEA are now being incorporated into the NEPA process and documentation before a Finding of No Significant Impact (FONSI) can be recommended to FHWA.
  - The Department will not issue the Request for Proposals until the FONSI has been issued.
  - The Park Authority has made a formal determination that the impact from the project will not require replacement land. However, the final design and construction must be coordinated with the Park Authority and the Department of Historic Resources.
  - Environmental permits must be acquired by the Design-Builder.
- Right of Way Acquisition:
  - The design-builder will be responsible to manage the right of way acquisition process.
  - There are 8 parcels shown on the right of way data sheet that need to be acquired.
  - The Town of Leesburg is working closely with landowners to obtain donations and/or dedications where possible. The number of parcels may be adjusted as the Town works through this process.
  - The Town has a proposed water treatment plant on one parcel that will require additional coordination.
- **Procurement Process**
  - Daniele Noland presented information on the procurement process.
  - During the procurement process Daniele will be the Department's sole point of contact for the project, and all questions should be directed to her.
  - The estimated contract value is \$27 Million. The contract value does not include the Department's oversight costs nor the acquisition costs for right of way.
  - Procurement scheduled was reviewed:
    - RFQ issued on August 8, 2006
      - The RFQ represents the first phase of two phase selection process.
    - Questions regarding the RFQ are due on August 18, 2006 at 4:00 PM.
    - Statements of Qualifications (SOQ) are due on September 5, 2006.
    - Once the Department receives the SOQs an Evaluation Team will evaluate the SOQs based on the subsections set forth under Section 3.0 of the RFQ. The Department will short-list the 3 highest ranked Offerors.
    - Offerors will be notified of the short-list on September 29, 2006.
    - Short-listed Offerors will be invited to participate in the second phase of the selection process which is initiated by the issuance of the Request for Proposals (RFP). The Department anticipates the RFP to be issued on October 16, 2006; however, as previously stated the Department will not issue the RFP until the FONSI has been issued. Therefore the dates specified under Section 2.6 of the RFQ, after the notification of the short-list, are subject to change.
    - The Department will pay a stipend (proposal payment) to the short-listed Offeror's who submit a responsive proposal. The amount of the stipend will be specified in the RFP.
    - Contents of SOQs
      - Offeror's should ensure they closely follow the instructions outlined in the RFQ in preparing their SOQs.
      - The subsections listed under Section 3.0 of the RFQ will be the basis of the Department's evaluation of the SOQs. The subsections have been assigned a maximum number of points, which equal a total maximum score of 100 points.

The Evaluation Team evaluating the SOQs will be the same team evaluating the proposals in the second phase of the selection process.

- Upcoming Deadlines

- Questions must be submitted in writing to Daniele by August 18, 2006.
- Answers will be posted on the Department's website by August 25, 2006.

- **Questions and Answers**

- The floor was opened for questions.

- *Question:* On page 14 of the RFQ, it is noted that the SOQ is limited to 30 pages. Does the 30 page limit include resumes?

- Answer:* Yes, resumes will be counted against the 30 page limit.

- *Question:* Are resumes limited to one page and the use of the provided form?

- Answer:* Yes, resumes are limited to one page and must be submitted on the provided form.

The meeting was adjourned at 9:17 AM.